

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Amphitheater Hospitality Coordinator (Seasonal) Revision Date: 04/17
EEO Category: Service-Maint.
Status: Non-Exempt
Control No: 50798

II. Summary Statement of Overall Purpose/Goal of Position:

Under the close supervision of the Venue Manager, provides hospitality for artists, maintains rooms and purchases items.

III. Essential Duties:

- Manage backstage catering
- Grocery shop and set-up hospitality for green room and dressing rooms, according to artist contract
- Keep green room tidy
- Ensure coffee and other hospitality needs are available at load-in
- Stock refrigerator and paper goods
- Responsible for City issued Purchasing Card
- Wash dishes and towels

IV. Marginal Duties:

- Perform other duties as assigned.

V. Qualifications:

Experience: Prior work experience not required.

Certifications/Licenses: Requires a valid Utah driver's license.

Knowledge of: Hospitality management.

Responsibility for: Must comply with City policies for using Purchasing Card.

Communication Skills: Must maintain a respectful and professional relationship with artists and their representatives.

Tool, Machine, Equipment Operation: Regular use of City vehicle, radio and telephone.

Analytical Ability: Follow written and verbal instructions. Establish and maintain effective working relationships with employees, artists and customers.

VI. Working Conditions:

Physical Demands: Frequent bending, kneeling and stooping; occasional lifting of up to 30 lbs. Employee may drive a vehicle and/or perform errands for up to 12 hours a day.

Work Environment: Regular exposure to disagreeable elements such as heat, cold, dampness, and loud noise. A typical show day is 10 – 12 hours long. The job requires evening, holiday, and weekend work. Must dress and groom in a manner congruent with the image of Sandy City.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT./DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____